



Headteacher Application Pack

SHARE, CARE, BELIEVE, ACHIEVE

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Letter From the Chair of Governors

Welcome to Chilwell School, a place where ambition meets community spirit. Thank you for your interest in becoming our next Headteacher.

We take pride in our position at the centre of our local community, offering a safe and happy environment where both pupils and staff flourish. Our beautiful site is home to a rich array of enrichment activities, complementing our strong academic focus and our unwavering commitment to developing the whole child.

We're seeking a visionary leader who embodies our core values: ambitious, aspirational, forward-thinking, and consistent in delivery. You'll be joining us at an exciting juncture, as we prepare for a new school building and build on our recent Ofsted success. We're looking for someone who can drive excellence in all its forms, from academic attainment to pupil well-being and community engagement.

As a maintained foundation school, we cherish our independence and ability to meet our community's evolving needs. We're financially stable, have attracted significant investment, and enjoy the benefits of self-determination. Our Governing Body is dedicated to being present and effective, supporting the school through regular visits and engagement.

We value our happy school community, our motivated staff, and our ambitious drive for improvement. As our new Headteacher, you'll play a crucial role in shaping our future, enhancing our enrichment offerings, and ensuring we continue to be a school that adds genuine value to our local community.

If you're passionate about nurturing the whole child, fostering a supportive environment, and leading a school that's creative, welcoming, and ready to evolve, we want to hear from you. We're committed to providing modern ideas for modern times, and we need a leader who can help us continue to move our curriculum and school ethos into a truly contemporary place.

Andy Palmer

Andy Palmer, Chair of Governors



Our Values

Share - Care - Believe - Achieve

Our school values are based upon developing a community that treasures education. We value our strong commitment to achieving success for our students and all who work within and with our family of schools.

We believe that our foundation school status means that we have the independence to drive forward standards and also the freedom to ensure that we meet the developing needs of our community. For nearly fifty years we have built a reputation of a school that cares and a school where students achieve.

“ I like the lake and the fields - there is lots of space for sports. ”

- Year 7 Student



As a part of the Chilwell family of schools we are proud to work with our partner primaries to bring high quality education to our children.

We would expect the successful candidate to take the lead with the Governing Body on reviewing our key values as we seek to build on our successful OFSTED outcome in January 2024 and strive towards outstanding.

About the School

Chilwell School is committed to giving the best opportunities in order to develop success for all our students. We want all students to enjoy the pleasure of learning and experience the excitement of new challenges.

We understand the importance of informed choice in education. As a school we focus our energies on enabling students to make the best choices every day. We are committed to providing a caring environment with a focus on high expectations and excellent behaviour.



“ Sixth Formers can choose from a growing range of post-16 courses and take part in enrichment programmes. ”

- OFSTED 2024

Making the change from primary school to secondary school is an exciting time, with many new opportunities. It can also be a time when students are full of expectation and perhaps a little nervousness. This is why we are committed to ensuring that the process of transition is as smooth as possible. Transition days are an important part of this process.

We are a school that believes strongly in partnership and so this informs our approach to working with parents. Through this, we can ensure that our students are supported to be the best they can be.



Our curriculum is broad and challenging, with a focus on developing key skills. We know that a strong education is based upon the building blocks of core skills, key knowledge, high challenge and a breadth of opportunity. A Chilwell education ensures that our students make strong progress to be confident adults, ready for their life ahead.

“ The curriculum at this school is designed to ensure that pupils learn the knowledge and skills they need to be able to think independently and creatively about the subjects they study. ”

- OFSTED 2024



Commitment to a successful education means a commitment to good behaviour, hard work and a respect for others. At Chilwell School we expect these from all who work and study here. We are proud that students and parents recognise that a Chilwell education is an academic education and so much more.

We encourage students to have respect for themselves and all other members of the school community and to take responsibility for their actions. It is the right and responsibility of all students to achieve their full potential and to get the most from their education.



Key Information

Status	Foundation School
Last Ofsted	January 2024
Ofsted Judgement	Good
Published Admission Number	1020
Year Established	1972
Type of School	Secondary, mixed
Age Range	11-18
Number of Students on Roll	1069
Number of Students in Sixth Form	115
% of SEND Students	16.1%
% of EAL Students	24.5%
% FSM Students	17.3%
School Website	www.chilwellschool.co.uk
Links to Exam Results	Examination Results Compare School Performance





“ I would like the Headteacher to keep improving the school not just in terms of appearance but also the teachers and the pupils. I like assemblies from the Headteacher because I like updates about the school from the Headteacher personally. I like to see the Headteacher around school during the day. ”

- Year 9 Student

What Students Say About Chilwell School

"When being a student at Chilwell, you get to explore a lot of things that you don't get to do at primary school. Transition days are really fun - we did lots of activities. From day to day, lessons are varied but I sometimes find it hard moving around from lesson to lesson. I like the scenery at Chilwell school. Art, music and technology lessons are really good. 'Fresh start in English' lessons helps me a lot. The behaviour is quite good in the school. Most teachers are quite nice."

- Year 7 Student

"I like being at Chilwell school because it is very good. Staff are polite, activities are really fun and behaviour is well managed."

- Year 8 Student

"I like double lessons in art and drama especially and I like the separate breaks that the school operates."

- Year 9 Student

"I enjoy being a pupil at Chilwell because the lessons are entertaining and I get a lot of support from the staff in learning support in particular."

- Year 9 Student





Headteacher Job Description

Date:	January 2025
Title:	Headteacher
Grade:	L29 – L35
Accountable to:	The Governing Body
Line Manager:	Chair of Governors
Accountable for:	All aspects of school performance

The Headteacher will undertake their responsibilities in accordance with the standards set out in the National Headteachers' Standards 2020 - *Headteachers' standards 2020 - GOV.UK (www.gov.uk)* and all relevant statutory requirements.

Strategic Direction and Development of the School

As a member of the school's Governing Body, the Headteacher will contribute to the overall strategic direction of the school and will be responsible for the implementation of its strategic direction.

In addition, the Headteacher will:

- Lead by example, sharing the vision, direction and purpose of the school;
- Provide professional leadership to ensure the school delivers a high-quality education for all its pupils;
- Create and implement a strategic plan for Chilwell School, underpinned by sound financial planning, which identifies priorities and targets to ensure that pupils achieve high standards and make good progress; and by increasing teachers' effectiveness and securing school improvement;
- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school;
- Ensure that the management, finances, organisation and administration of the school support its vision and aims;
- Ensure that policies and practice embrace educational research;
- Monitor, evaluate and review the effects of the policies, priorities and targets of the school in practice, and take action if necessary; and
- Create a culture of continuous professional development based upon the best of educational research.

Teaching and Learning

The Headteacher will secure and sustain the highest quality teaching and learning throughout the school by harnessing the latest educational research.

In addition, the Headteacher will:

- Create and maintain an environment which will promote and secure good teaching, effective learning, high standards of achievement and good behaviour and discipline;
- Develop, organise and implement the curriculum, and quality assure its effectiveness, in order to identify and act on areas for improvement;
- Ensure that effective, appropriate pastoral support is available to all pupils;
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils;
- Create and maintain an effective partnership with parents to support and improve pupils' achievements and personal development;
- Ensure the highest standards of literacy and numeracy for all pupils;
- Develop positive strategies to improve pupil and staff well-being to ensure that staff feel valued and consider Chilwell School as a desirable place to work;
- Create and maintain a culture which is supportive of all individuals;
- Create and maintain a flourishing extra-curricular provision in accordance with the school aim of developing the whole child; and
- Create and maintain a high quality CPD programme based upon the best educational research.

Leading and Managing Staff

The Headteacher will lead, motivate, support and develop all staff to secure improvement.

In addition, the Headteacher will:

- Seek to recruit and retain staff of the highest quality;
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and responsibilities;
- Implement and sustain an effective performance management system;
- Motivate and enable all staff to carry out their respective roles to the highest standard, including through the provision of high quality CPD based on the assessment of needs and the school's priorities;
- Work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and of health and safety regulations;
- Manage, monitor and review the range, quality and use of all available resources in order to improve both the quality of education and pupil achievements, and to secure efficiency and best value;



- Embrace every opportunity to engage with the local community and act as a passionate advocate for the school; and
- Ensure that the school continues to adopt an outward facing approach, embracing opportunities to engage with other educational providers across the system.

Accountability

The Headteacher will:

- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, and for achieving efficiency and best value;
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the school;
- Present a coherent and accurate account of the school's performance in a format appropriate to a range of audiences, including the Governors, local community, OFSTED and others; and;
- Work in partnership with parents and pupils so that they are well informed about the curriculum, attainment and progress, and about the contribution that they can make to help achieve the school's targets for improvement.

Safeguarding

Chilwell School is committed to safeguarding and promoting the welfare of children and young people. It expects the same commitment from all staff and volunteers. Chilwell School is also fully aware of its duty to prevent radicalisation and extreme behaviour; and all staff and volunteers share this duty.

The Headteacher will:

- Ensure that policies and procedures adopted by the Governing Body are fully implemented and followed by all staff;
- Allocate the necessary resources and time to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children;
- Create and maintain an environment in which all staff and volunteers feel able to raise concerns about poor or unsafe practice in relation to children and ensure that all concerns raised are addressed quickly and sensitively; and
- Ensure that relevant safeguarding and Prevent training is undertaken by all staff and volunteers and that relevant records are maintained.

Note

This job description is not an exhaustive list of the tasks that the Headteacher will carry out. The Headteacher may be expected to carry out other duties commensurate with the level of the role.

Person Specification

	CRITERIA <i>In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as Headteacher</i>	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
		E	D	
A	Education and Qualifications			
1	A good honours degree and Qualified Teacher Status (QTS)	✓		A
2	Professional/management qualification relevant to the role or relevant higher degree and / NPQH or equivalent qualification		✓	A
3	Evidence of continuing professional development either at Headteacher level or in preparation for a Headteacher role		✓	A
B	Professional Qualities, Knowledge and Experience			
4	Substantial leadership experience as a Headteacher or Deputy Headteacher to sustain high levels of improvement through strategies for raising standards/outcomes, including change management, and the achievement of all students in those settings	✓		A, I, R
5	Understanding of the strategic role of the Governing Body in a Foundation School and experience of working collaboratively with Governors to achieve success	✓		A, I, R
6	Able to plan strategically and operationally, allocating resources effectively and evaluating impact	✓		A, I, R
7	Knowledge and experience of what constitutes quality in educational provision and outcomes, particularly with regards to SEND, the characteristics of effective schools and alternative provision	✓		A, I, R
8	Knowledge and understanding of teaching and learning and using ICT and administrative systems in innovative ways to support it, such as the use of Google Drive	✓		A, I
9	Knowledge and understanding of statutory requirements and experience of Child Protection, Safer Recruitment, Safeguarding procedures, Health and Safety requirements and Prevent	✓		I
10	Knowledge and understanding of the role of multi-agency support to remove barriers to learning	✓		I
11	Strong financial acumen and an understanding of what is involved with a new build project		✓	A, I

	CRITERIA <i>In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as Headteacher</i>	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
		E	D	
12	Understanding the importance of liaising with feeder primary schools	✓		A, I
13	Leadership experience of HR, engaging with parents and marketing strategies	✓		I
C	Students and Staff			
14	Outstanding classroom practitioner with an excellent understanding of how young people learn, barriers to learning, and the core features of successful classroom practice	✓		A, I, R
15	Show an empathetic understanding of students whose behaviour can become dysregulated and recognise the importance of building positive relationships with them	✓		A, I, R
16	Provide innovative inspirational leadership which challenges, motivates and empowers young people, staff, and parents to build on the recent successful OFSTED report and deliver the best possible outcomes	✓		I, R
17	A commitment to coaching staff and growing and developing people with a track record of delivering on this, recognising the importance of work life balance and CPD for staff	✓		A, I
18	A commitment to maintaining visibility around school whilst balancing operational and strategic responsibilities	✓		I
19	Successful experience of curriculum development and assessment to maximise young peoples' educational and personal development outcomes		✓	I
D	Accountability			
20	Experience and evidence of highly developed skills of robust appraisal and performance management of direct staff and systems for all staff, recognising high performance and tackling underperformance to resolution	✓		A, I
21	Proven successful experience of systematic, rigorous school self-evaluation, to inform school improvement planning, building on existing strengths to further raise educational standards and improve student outcomes	✓		A, I

CRITERIA <i>In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as Headteacher</i>	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
	E	D	
E	Personal Qualities, Skills and Attributes		
22	✓		I
23	✓		I
24	✓		I
25	✓		A, I

Key: A = Application Form I = Interview and Assessment Tasks R = References



Living and Working in Chilwell

Chilwell, a suburban area in Nottinghamshire, close to the Derbyshire and Leicestershire borders, offers a blend of community charm and modern amenities that makes it an appealing place to live and work. Nestled between the bustling city of Nottingham and the tranquil countryside, Chilwell provides residents with the best of both worlds.

Chilwell boasts a close-knit community atmosphere, where neighbours talk to each other and there is a palpable sense of belonging. The area is characterised by its leafy streets, well-maintained parks, and a variety of housing options, from charming Victorian homes to contemporary developments. Attenborough Nature Reserve, located nearby, is a haven for nature lovers, offering scenic walking trails, bird watching, and picturesque lakes. The world renowned Nottingham University is close by.



The town is well-serviced with amenities, including shopping centres like the 'Chilwell Retail Park', which hosts a variety of stores, cafes, and restaurants. For those who enjoy an active lifestyle, Chilwell Olympia Sports Centre, on the same site as Chilwell School, provides extensive facilities for sports and fitness. There are also local pubs and eateries that contribute to a vibrant social scene, perfect for relaxing evenings and weekends.

Chilwell benefits from its strategic location near key economic hubs. Many residents find employment in the nearby cities of Nottingham and Derby, which are easily accessible via efficient public transport links and major road networks. The presence of business parks and industrial estates within and around Chilwell also offers numerous job opportunities in sectors such as retail, healthcare, education, and manufacturing.

One of Chilwell's significant advantages is its excellent connectivity. The A52 road and the tram network provide quick access to Nottingham city centre, making commuting hassle-free. There are regular bus services and Beeston railway station is just a short distance away, further enhancing the ease of travel, whether for work or leisure. Additionally, the M1 motorway is close by.

Chilwell's tranquil environment and abundant green spaces contribute to a balanced lifestyle. After a busy workday, residents can unwind at local parks like the scenic Bramcote Hills Park or take leisurely strolls along the Erewash Canal. The community's emphasis on recreational activities, combined with convenient amenities, ensures that both professional and personal life can thrive.





How to Apply

The Governing Body of Chilwell School is seeking to appoint an experienced and inspirational Headteacher to lead our popular and successful Foundation School, located in a pleasant residential area near Nottingham and easily accessible from Junctions 24 and 25 of the M1.

Applications are invited from experienced Headteachers or ambitious Deputy Headteachers with the necessary qualities to lead our school into its next exciting phase. Chilwell School, unique in Nottinghamshire as a Foundation School, holds a local and national reputation for high standards of achievement. Personal skills development and extra-curricular activities are integral to daily life at the school.

We are committed to evidence-informed practices in teaching, curriculum, behaviour management, and CPD. We value teachers as subject experts, providing them with trust and autonomy. We prioritise staff well-being and have initiatives to reduce workload. Our impending new build brings additional exciting opportunities.

We are seeking a Headteacher who will be:

- An inspirational leader with excellent communication skills and the ability to work successfully with all stakeholders
- Committed to raising educational standards while ensuring a wide curriculum offer for all students
- Capable of contributing to and developing the school's vision and values
- Proven in their current post with a track record of success

This is an excellent opportunity for a suitably talented and motivated senior leader who is ambitious to lead our popular and highly regarded school.

Staff benefits include the Local Authority cycle to work scheme and access to an employee support programme.

For more details about the role, visit: <https://www.chilwellschool.co.uk/vacancies>

Please contact the Headteacher's PA, Rochelle Hewer, at r.hewer@chilwellschool.co.uk for further details and to arrange informal visits on 6th, 10th, or 12th September at 10.00am.

Closing date for applications: 9.00am, Monday 16th September 2024

Shortlisting will take place on Wednesday **18th September**

Interviews will be held on Monday **23rd** and Tuesday **24th September**

This appointment is supported by ASCL's Leadership Appointment Service. For further conversation about the post, contact **Peter Monk** at peter.monk@ascl.org.uk (07947043676) who will make contact with you and arrange a telephone conversation.